



NEWS TO USE

A newsletter for PERSI employers

November 2004

- Overview of employer meetings

Overview of discussions at recent employer meetings

Last spring, PERSI conducted 18 employer meetings around the state. Debbie Buck, Diane Berg, Judy Aitken and the Member Services Representatives for each part of the State met with employer representatives to discuss transmittal reporting, sick leave issues, the Choice Plan, our website and police officer status. The meetings were so successful that we plan on conducting employer meetings on an annual basis.

We would like to recap some of the questions/ discussions we had during the meetings.

PETRA: Our PETRA on-line reporting program is customized for smaller employers. We try to limit that program to employers with fewer than 25 employees; however we do have an employer with 90 employees which uses the PETRA program. The challenge PETRA presents to a larger employer is how long it takes to enter all of the information.

PETRA Question:

Will sick leave be saved each month resulting in a running total? Can sick leave be preloaded into PETRA for schools?

The sick leave will not be a dynamic field so the amounts entered each month will stay the same unless the employer changes the information. Schools can preload their sick leave for the year and then subtract out days as they are used by an employee.

SICK LEAVE FOR SCHOOLS: This topic has created a lot of discussions with schools over the past year. PERSI has collected Master Contracts for the school districts and will use the contract sick leave cap for the unused sick leave program to pay health insurance premiums. Discretionary days, personal days or any other type of leave cannot be transferred to sick leave and employers cannot have one sick leave cap for employees and another sick leave cap for retirement purposes.

School sick leave questions:

If an employee leaves the school district prior to retirement age, do they lose their sick leave?

If a school employee terminates school employment prior to retirement age, the sick leave is lost for the unused sick leave program.

What about the RS-109 Notice of Separation and accrued sick leave?

We are trying to limit the use of 109's as that information can be included on your transmittal. However, when a school employee retires, we do need the 109 with the unused sick leave amount and other required information.

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Is there a limit of the number of sick days that can be transferred between school districts?

Idaho Code 33-1217 indicates that 90 days of sick leave can be transferred to another school if the employee returns to another school district in the school year immediately following the year of termination from the current school employer.

TRANSMITTALS: This topic created the most discussion at all of the employer meetings. Often times, if one employer had a question, another employer was utilizing the same software and they were able to work out a solution.

Transmittal questions:

When do employers need to send in an RS-109 Notice of Separation?

This topic was covered in the October 2004 News to Use. However, we received lots of questions on that article. Basically, the transmittal process allows you to enter termination information in your electronic or PETRA file thus eliminating the 109 in many instances. We still need 109's for retirements (including disability retirement) and deaths. We may need a 109 when an employee terminates and wants to withdraw their funds from PERSI. Because the employer won't have knowledge of the withdrawal, PERSI will contact the employer and ask for a 109 in those instances.

Is there a code to use for employees who are called up for military duty?

No, there is no military code. PERSI had considered a military code but because we need either the military orders or the DD 214 to provide military service, we decided not to institute that particular code at this time. Employers should code employees who are called up for military service as LOA (assuming the employee did not terminate their employment) and then have the employee contact us when they return to work.

Transmittals have to be submitted to PERSI within 5 business days - what are the PERSI office (state) holidays?

January 1	New Year's Day
3rd Monday in January	Martin Luther King Jr./Idaho Human Rights Day
3rd Monday in February	President's Day
Last Monday in May	Memorial Day
July 4th	Independence Day
1st Monday in September	Labor Day
2nd Monday in October	Columbus Day
November 11	Veteran's Day
4th Thursday in November	Thanksgiving
December 25	Christmas

Member Annual Base Plan Statements now available on line

Active PERSI members recently received their Fiscal Year 2004 Annual Base Plan Statements in the mail. And now, FY2003 and FY2004 statements are also available to members on line. To access and print statements, go to www.persi.state.id.us, and under the Account Information pull down menu, select Annual Statements and log on.